Integrated Preparedness Plan

[Insert Jurisdiction Here]

Years Covered: YYYY through YYYY

# OVERVIEW

|  |  |
| --- | --- |
| **Exercise Name** | Integrated Preparedness Plan Workshop (IPPW) |
| **IPPW Date** |  |
| **Scope** |  |
| **Objective** |  |
| **Sponsor** |  |
| **Participating Organizations** |  |
| **Point of Contact** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Title** | **Name** | **Agency** | **Phone #** | **Email** | |  |  |  |  |  | |  |  |  |  |  | |
|  |  |

## Executive Summary

[Insert executive summary here]

## Purpose

The purpose of the Integrated Preparedness Plan (IPP) is to document an organization’s overall preparedness activities and preparedness priorities for a specific multi-year time period. These priorities are linked to corresponding capabilities and, if applicable, a rationale based on existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors. This IPP identifies the preparedness activities that will help the organization build and sustain the capabilities needed to address its preparedness priorities.

The IPP should lay out a jurisdiction’s/organization’s threats, hazards and risks along with other internal and external factors which influence the preparedness priorities for the applicable multi-year cycle. Preparedness priorities, corresponding capabilities and rationale (as needed) are included in the IPP with multi-year calendars outlining all preparedness activities.

The IPP is designed to be a living document that can be updated and refined annually or as needed to inform the continuous improvement of a jurisdiction’s/organization’s ability to build, sustain and deliver capabilities.

Included in this IPP are multiple calendars for all aspects of the preparedness cycle, which provides a graphic illustration of the proposed activities scheduled for the years [YYYY through YYYY].

## Preparedness Activity Considerations

[In this area, briefly describe how the organization decided upon its preparedness priorities by listing the factors for consideration and subsequent decisions from the Integrated Preparedness Plan Workshop (IPPW). As appropriate, discuss how existing strategy documents (e.g. state/urban area homeland security strategy), threat and hazard identification and risk assessments (THIRA), capabilities assessments, corrective actions, and past after-action reports (AARs) and improvement plans (IPs) informed the development of the priorities. Then, identify the specific priorities for the time period addressed in the IPP and briefly describe each priority. Include as many priorities as appropriate.]

### Threats, Hazards and Risks

[Provide a brief description of the jurisdiction/organization specific threats, hazards and risks that informed the development of the preparedness priorities.]

### Capability Assessments, Corrective Actions and Improvement Plans

[Provide a brief description of the capabilities, areas for improvement and corrective action considerations that informed the development of the preparedness priorities.]

### External Sources and Requirements

[Provide a brief description of the external sources and requirements that informed the development of the preparedness priorities.]

### Accreditation Standards and Regulations

[Provide a brief description of the accreditation standards and regulations that informed the development of the preparedness priorities.]

# Program Priorities

[List each decided upon priority, the corresponding capabilities, rationale and the preparedness cycle elements that will support the priority and associated capabilities.]

1. [PRIORITY]
2. [PRIORITY]
3. [PRIORITY]

## [Priority]

[Briefly describe the priority.]

### Corresponding Capabilities:

[Identify the capabilities associated with addressing the specified priority.]

### Rationale:

**[**As applicable, reference any items from past AAR/IPs, threat/hazard identifications, national strategies/guidance, etc. that relate to the specified priority.]

### Planning Factors:

[Provide a brief description of plans, policies, procedures and checklists applicable to this priority.]

### Organization and Equipment Factors:

[Provide a brief description of organization and equipment factors applicable to this priority.]

### Supporting Training Courses:

[Identify training courses—including course numbers and names—that support the specified priority and associated capabilities. List only those training courses that the organization will choose to conduct over the agreed upon multi-year timeframe.]

### Supporting Exercises:

* [List any exercises that will support the specified priority and associated core capabilities. List only those exercises that the organization will choose to conduct over the agreed upon multi-year timeframe.]

## [Priority]

[Briefly describe the priority.]

### Corresponding Capabilities:

[Identify the capabilities associated with addressing the specified priority.]

### Rationale:

**[**As applicable, reference any items from past AAR/IPs, threat/hazard identifications, national strategies/guidance, etc. that relate to the specified priority.]

### Planning Factors:

[Provide a brief description of plans, policies, procedures and checklists applicable to this priority.]

### Organization and Equipment Factors:

[Provide a brief description of organization and equipment factors applicable to this priority.]

### Supporting Training Courses:

[Identify training courses—including course numbers and names—that support the specified priority and associated capabilities. List only those training courses that the organization will choose to conduct over the agreed upon multi-year timeframe.]

### Supporting Exercises:

* [List any exercises that will support the specified priority and associated core capabilities. List only those exercises that the organization will choose to conduct over the agreed upon multi-year timeframe.]

## [Priority]

[Briefly describe the priority.]

### Corresponding Capabilities:

[Identify the capabilities associated with addressing the specified priority.]

### Rationale:

**[**As applicable, reference any items from past AAR/IPs, threat/hazard identifications, national strategies/guidance, etc. that relate to the specified priority.]

### Planning Factors:

[Provide a brief description of plans, policies, procedures and checklists applicable to this priority.]

### Organization and Equipment Factors:

[Provide a brief description of organization and equipment factors applicable to this priority.]

### Supporting Training Courses:

[Identify training courses—including course numbers and names—that support the specified priority and associated capabilities. List only those training courses that the organization will choose to conduct over the agreed upon multi-year timeframe.]

### Supporting Exercises:

* [List any exercises that will support the specified priority and associated core capabilities. List only those exercises that the organization will choose to conduct over the agreed upon multi-year timeframe.]

# Continuous Improvement Planning

[In this section, discuss the preparedness activities and how they are intended to influence capability improvement. Include the jurisdiction’s/organization’s methodology for prioritizing, assigning, monitoring, tracking and reporting the progress made toward resolution of issues identified as well as impact on capabilities.] By continuously monitoring improvement actions, jurisdictions/organizations can periodically examine capabilities to ensure they are sufficient, accurate and effective to handle the threats, hazards and risks facing the jurisdiction/organization and can inform future integrated preparedness cycle activities. The continuous improvement plan should address:

* Compiling and recording areas for improvement from exercises and real-world incidents;
* Determining corrective actions for identified areas for improvement;
* Linking capabilities with identified areas for improvement and associated corrective actions;
* Prioritizing, assigning, tracking and reporting the progress of corrective actions;
* Measuring the effectiveness of corrective actions; and

Incorporating changes, completed corrective actions, identified best, and lessons learned into future iterations of the integrated preparedness cycle and integrated preparedness plan.

# Multi-year Schedule of Preparedness Activities

The following instructions are provided to guide you in filling in the schedule template. The template can be modified to meet the requirements of the organization. The guidelines in this section will assist you in entering the appropriate information into the template.

* Enter the appropriate year in which the preparedness activities will be conducted followed by a designation, in parentheses, of which year it is in the IPP cycle at the top of the page. For example, if your organization is constructing the schedule from 2020 through 2023 and you are working on 2020, write “2020 (Year One)”.
* Enter all the participating whole community stakeholders on the left side of the schedule.
* The schedule is broken into quarters and months. For each organization, enter the appropriate quarter and month of the preparedness activity. If an exact date is not yet determined, enter the information into the appropriate year or quarter.
* Write and color-code cells based on the program priority of each preparedness activity so that users can easily understand what activity is being conducted to address what priority.
* Remember to consider the cycle, mix and range of preparedness activities.
* Schedules can be developed by preparedness activity type (plan, organize/equip, train, exercise) or by including all preparedness activities based on the complexity and jurisdictional/organizational needs.

## [Jurisdiction/Organization] Integrated Preparedness Schedule [Year]

## Planning

| **Organization** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Organization 1] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 2] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 3] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 4] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 5] |  |  |  |  |  |  |  |  |  |  |  |  |

| Priority 1  [Insert Priority Title] | Priority 2  [Insert Priority Title] | Priority 3  [Insert Priority Title] | Priority 4  [Insert Priority Title] | Priority 5  [Insert Priority Title] | Priority 6  [Insert Priority] |
| --- | --- | --- | --- | --- | --- |

Preparedness Priorities Addressed: [Insert priority titles in boxes below. In the schedule, color-code events and note in parentheses which priority or priorities are addressed by preparedness activity.]

## Organization] Integrated Preparedness Schedule [Year]

## Organizing & Equipping

| **Organization** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Organization 1] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 2] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 3] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 4] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 5] |  |  |  |  |  |  |  |  |  |  |  |  |

Preparedness Priorities Addressed: [Insert priority titles in boxes below. In the schedule, color-code events and note in parentheses which priority or priorities are addressed by preparedness activity.]

| Priority 1  [Insert Priority Title] | Priority 2  [Insert Priority Title] | Priority 3  [Insert Priority Title] | Priority 4  [Insert Priority Title] | Priority 5  [Insert Priority Title] | Priority 6  [Insert Priority] |
| --- | --- | --- | --- | --- | --- |

## [Organization] Integrated Preparedness Schedule [Year]

## Training

| **Organization** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Organization 1] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 2] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 3] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 4] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 5] |  |  |  |  |  |  |  |  |  |  |  |  |

Preparedness Priorities Addressed: [Insert priority titles in boxes below. In the schedule, color-code events and note in parentheses which priority or priorities are addressed by preparedness activity.]

| Priority 1  [Insert Priority Title] | Priority 2  [Insert Priority Title] | Priority 3  [Insert Priority Title] | Priority 4  [Insert Priority Title] | Priority 5  [Insert Priority Title] | Priority 6  [Insert Priority] |
| --- | --- | --- | --- | --- | --- |

## [Organization] Integrated Preparedness Schedule [Year]

## Exercises

| **Organization** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Organization 1] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 2] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 3] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 4] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 5] |  |  |  |  |  |  |  |  |  |  |  |  |

Preparedness Priorities Addressed: [Insert priority titles in boxes below. In the schedule, color-code events and note in parentheses which priority or priorities are addressed by preparedness activity.]

| Priority 1  [Insert Priority Title] | Priority 2  [Insert Priority Title] | Priority 3  [Insert Priority Title] | Priority 4  [Insert Priority Title] | Priority 5  [Insert Priority Title] | Priority 6  [Insert Priority] |
| --- | --- | --- | --- | --- | --- |

## [Organization] Integrated Preparedness Schedule [Year]

| **Organization** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Organization 1] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 2] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 3] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 4] |  |  |  |  |  |  |  |  |  |  |  |  |
| [Organization 5] |  |  |  |  |  |  |  |  |  |  |  |  |

Preparedness Priorities Addressed: [Insert priority titles in boxes below. In the schedule, color-code events and note in parentheses which priority or priorities are addressed by preparedness activity.]

| Priority 1  [Insert Priority Title] | Priority 2  [Insert Priority Title] | Priority 3  [Insert Priority Title] | Priority 4  [Insert Priority Title] | Priority 5  [Insert Priority Title] | Priority 6  [Insert Priority] |
| --- | --- | --- | --- | --- | --- |

# APPENDIX A: Exercise Participants

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| --- |
| Participating Organizations |
| **Federal** |
|  |
|  |
|  |
| **State** |
|  |
|  |
|  |
|  |
| **[Jurisdiction A]** |
|  |
|  |
|  |
| **[Jurisdiction B]** |
|  |
|  |
|  |

# Appendix B: HIRA and/or THIRA/SPR

[Add information for HIRA and/or THIRA/SPR if appropriate.]

# Appendix C: Acronyms

| **Acronym** | **Term** |
| --- | --- |
| **AAR/IP** | After Action Report/Improvement Plan |
| **CPRI** | Calculated Priority Risk Index |
| **EMAP** | Emergency Management Accreditation Program |
| **FSE** | Full Scale Exercise |
| **FX** | Functional Exercise |
| **HIRA** | Hazard Identification and Risk Assessment |
| **HSEEP** | Homeland Security Exercise and Evaluation Program |
| **IPP** | Integrated Preparedness Plan |
| **IPPW** | Integrated Preparedness Plan Workshop |
| **POETE** | Planning, Organization, Equipment, Training and Exercise |
| **SLE** | State Level Exercise |
| **TEP** | Training and Exercise Plan |
| **TEPW** | Training and Exercise Planning Workshop |
| **THIRA** | Threat and Hazard Identification and Risk Assessment |
| **TTX** | Tabletop Exercise |